



Excel Assignment 1

Office 2007

CTE Intro




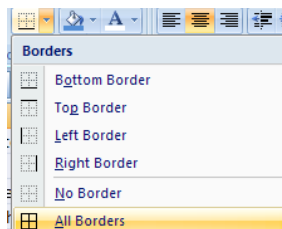
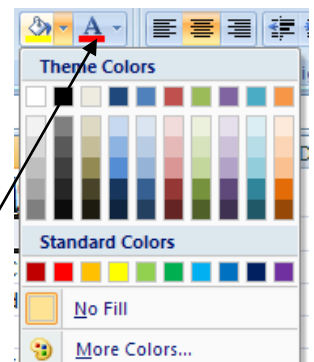
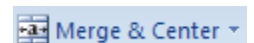
- From Student Common, go to Rees CTE Intro, Spreadsheets, Assignment 1.
- Here you have a list of all the teams that have gone to the Super Bowl since it's first year, 1967. Unfortunately, you can't really see all the names of the teams—the columns aren't wide enough. Put your cursor between the B and C and double click. This should widen the columns.



- There are a few years missing! You need to insert some rows and add the following years. Also, add any recent years that are not on the list.
 - The first missing year is 1968. Highlight row 4, 1969. Right click on the area you have highlighted and right-click. Choose Insert.
 - Enter the information from 1968
 - The next missing year is 1986. Highlight row 21 and add a row. Enter the information for 1986 as shown below.
 - The last year is 1994. Follow the steps above, highlighting row 28.
 - Add any more years that are not on the list.


1968	Green Bay Packers vs. Oakland Raiders	33-14
1986	Chicago Bears vs. New England Patriots	46-10
1994	Dallas Cowboys vs. Buffalo Bills	30-13

- In cell A1, type **Super Bowl History**
 - Highlight cells A1-C1 and click on the Merge & Center button in the Home Ribbon. This will center your title.
 - Change the font to 18. Change the font to Touchdown.
 - Highlight cells A2 – C2.
 - Change the font size to 12. Bold it by clicking on the **B** button in the Home Ribbon.
 - Center it by clicking on the  button on the Home Ribbon.
 - Shade cells A3-C3 by highlighting those cells and, on the Home ribbon, clicking on the paint bucket icon and choosing a color.
 - You can also change the text color by clicking on the A next to the paint



bucket.

- Highlight cells A1-C44—the whole table. Click on the borders button and choose all borders.



- i. Now highlight the whole table again and go to borders. This time choose Thick Box Border from the list.
5. Now you are ready to add a Header.
 - a. Go to the Insert Ribbon, and choose the Header & Footer button.
 - b. You will now see the space where to type your header. Type your name in the left hand box, your period in the center box, and Assignment 1 in the third box. Then click out of it.
6. Now you will add a picture from the internet.
 - a. Go to Google Images. Do a search for your favorite NFL team logo. If you don't have a favorite team, just pick one from the list.
 - b. When you have found the picture, right click on it and COPY.
 - c. Go back to your Excel assignment, and right click to PASTE.
 - d. Make sure that you place the picture on the first page only and it doesn't bleed over to page 2.
7. Preview & Print.
 - a. Click on the Office Button  and place your cursor over the Print button, but do not press. Instead, look at the options that have now opened on the right. Choose Print Preview.
 - i. Ensure that your Header is there, and that, at the bottom of the page, it says Page 1 of 1.
 - ii. Press Print in the upper left hand corner.
8. Save – Save your document. Click on the Office Button again and choose Save As. Make sure you press MY DOCUMENTS from the left hand side of the menu. Then save it as Assignment 1.

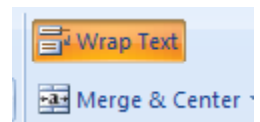




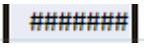

Excel Assignment 2

Office 2007

CTE Intro

1. Open CTE Intro/Rees CTE Intro/Spreadsheets/Assignment 2.
2. You will be using math functions in Excel to calculate the earnings for many different occupations. You will notice that there are 25 occupations listed in column A, the number of years of school required in column B, and the hourly wage they make listed in column C.
3. First, let's make the table more readable by changing a few settings:
 - a. Alignment: Highlight cells A2-H2. On the Home Ribbon, Click on the Wrap Text button in the middle. Now the words wrap around and they are easier to read!
 - b. Highlight A2-H2 again and underline the text by pressing the  button in the toolbar.
4. Change the shading to any color of your choice by pressing the  button and choosing a color. Remember to change the font color as well if you choose a dark fill color.





5. Now highlight cells A1-H1. Click on the Merge & Center button located below the Wrap Text button on the Home Ribbon.
 - a. Change the font to size 16, and choose another font.
6. Now we need to change the formatting so that our numbers are in Dollar amounts. Note that the amounts in column C are not formatted as dollars.
 - a. Highlight column C. Then click on the  button in the Home Ribbon, located next to the Merge & Center button. Now all the numbers in Column C are in dollar format.
7. Now we're ready to do some math! Place your cursor in D3. A Cashier makes \$5.15 an hour. Full time work is 40 hours a week. So in D3 you will multiply \$5.15 by 40.
 - a. **WEEKLY** - To do this, first tell Excel you are doing a math problem by typing an = sign. After the =, click on cell C3. Then press the * button, and then type 40. Your formula should look like this: =C3*40. Press Enter.
 - b. **MONTHLY** - Now you have calculated how much a cashier makes a week! Next you will calculate how much they make in a month. There are usually 4 weeks in a month. So this time in cell E3, you will type =D3*4.
 - c. **GROSS YEARLY INCOME** - Now calculate yearly Gross Income. Gross means how much you make *before taxes*. There are 12 months in a year, but a more accurate way to do this would be to multiply the weeks in a year (52) by the weekly income. So =D3*52.
 - d. **LESS TAXES** - Next you will subtract taxes. Most people pay an average of 25% in taxes. Keep in mind, however, that doctors and other highly paid professionals may pay a great deal more than that for insurance.
 - i. In cell G3, you will multiply the yearly income by 25%. Your formula should look like this: =F3*.25.
 - e. **NET INCOME** - Now you must subtract the taxes from the yearly income to get your NET income, which is how much money you bring home *after taxes*. In H3, type the formula: =F3-G3.
 - f. Now you can do a quick function to copy those functions into each cell. In Click on cell D3. Place your cursor on the bottom right corner, where there is a black square.
 Your cursor should turn into black cross. Click and drag down to D27. The math is copied in each cell! Do the same to all the other columns.
 - g. You MAY get some cells that look like this:  if that happens, it means that the column is not wide enough to accommodate the long number. To fix it, place your cursor between the two columns at the top until it turns into a two-sided arrow, and drag the column wider.
8. All Done! Now you will do one more formatting functions.
 - a. Highlight cells A1-H27 and go to the borders button  and create **all borders** around the edges.
9. Save the file in My Documents. Then do Print Preview, ensure that it fits on one page, and print.



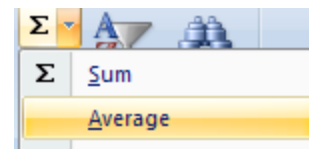
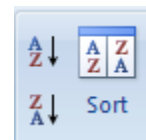
Excel Assignment 3

Office 2007

CTE Intro

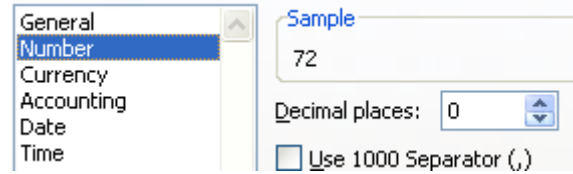
1. Open CTE Intro/Rees CTE Intro/Spreadsheets/Assignment 3. Here you can see a list of 30 students and their scores for one unit at school.
2. First, let's expand column A so we can see the names of the students better. Place your cursor between the A and B columns until your cursor becomes a double-sided arrow. Double click. The columns should automatically expand to the length of the longest name.
3. Next, we need to add together all the scores to get a final total for each student, and to find out how much is possible.
 - a. Highlight B2-H2. In the Home ribbon, click on the  button, located in the upper right hand corner. You should now have a total in cell H2. This is called Auto Sum.
 - b. Now let's try it again with the first name on the list. Highlight cells B3-H3, and press the Auto Sum button again.
 - c. Try this with several names.
 - i. Now that you've got the hang of it, let's take the shortcut we learned in assignment 2 and use autofill. Highlight cells H2-H4. Place your cursor on the black square on the bottom right of the highlighted area, so that your cursor is a black plus sign. Pull down to H28.
4. Highlight cells A2-I2 and BOLD and underline it. These are the amount of points that each assignment is worth—now we won't get them confused with the student's score.
5. Now that we have a total points value for each student, we can figure out their percentage on the unit using formulas in Excel. All we have to know is how to set up the problem!
 - a. In I2, type in the following formula: =H2/310. You should get a "1" as your answer, because we are dividing the total amount possible by itself. Now let's try it again.
 - b. In I3, type =H3/310. Now we got a very long answer—0.948387. We need to make this a percentage.
 - i. Highlight column I by clicking on the actual "I", thus highlighting the entire column.
 - ii. On the Home ribbon, click on the  button. Now you have 94%, much more readable!
 - c. In I4, type in the same formula again: =H4/310. After you have practiced this a few times, you are ready to try autofill again.
6. Highlight I3-I4, and autofill down to I28. You should have a final percentage for each student now.
7. Time to sort the names alphabetically. Highlight A3-I28. Make sure you highlight the student's names WITH their grades so that the grades go with them when they are alphabetized.
 - a. Click on the DATA ribbon, and find the **sort** section. Click on the A-Z button.
 - b. You should now have all the names alphabetized.
8. Average—now you will calculate the average for each assignment.
 - a. In cell A31, type AVERAGE.

Total
310
294
298



- b. Highlight cells A5-B31. Click on the arrow next to the autosum button, and choose average from the list. It gives us a very large number that we don't need, so let's change the format.

- i. Highlight cell B31, and right click. Choose Format Cells from the list. Choose NUMBER from the list, and change the decimal point value from 2 to 0.

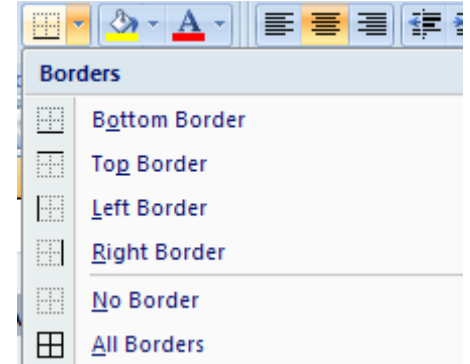


- c. Now use your autofill to drag the answer in B31 all the way across to I31.

- d. Make sure that you change the formatting in cell I31 to %.

9. Time for some formatting. Highlight Row 1 and 2. Right click and choose insert. Note that because you highlighted TWO rows, it inserted two rows above instead of one!

- a. In A1, type "Geometry Unit"
b. In A2, type "Mrs. Clark's Class"
c. Center and Merge each one by highlighting A1-I1 and pressing the center and merge button. Repeat on row 2.
i. Change the font to a READABLE font of your choice.
ii. Change the font size to 16 on Row 1, and 12 on Row 2.



- d. Highlight A3-I3, and change the color to a color of your choice. Center it.

- e. Highlight A31-I31 and make it the same color you did on row 3.

- f. Highlight A3-I31, everything by the titles. Click on the arrow next to the borders button and pull down the menu. Choose All Borders from the list.

- i. Now highlight A1-I31—the whole table. Pull down the borders menu again, only this time select Thick Box Border

10. Last we are going to insert some clipart.

- a. Go to the Insert Ribbon. Choose Clip Art
b. In the search, type something like "grades" or "school" or "geometry".
c. When you find a picture you want, click on it. It will now be in your document.
d. Make sure you place it BELOW the average line, so that it will fit on the page.

11. Print Preview. It is important in Excel to always print preview before you print, to be sure that everything fits on one page.

- a. Click on the orange office button. Place your cursor over "print" but do not click. Select "print preview" from the menu on the right.
b. Ensure that your preview is page 1 of 1. If so, print it. If not, press print, then choose pages 1 to 1, as shown in the picture above. Do not turn in—wait until you have completed all Excel assignments.



Excel Assignment 4

Office 2007

CTE Intro

1. Open CTE Intro/Rees CTE Intro/Spreadsheets/Assignment 4.
2. *You will be taking a survey in class to get the answers for the first part of this assignment. If you are making up this assignment at a later time, use the numbers provided at the bottom of this assignment.*
3. In the Favorite Color section, fill in the answers as gathered by the class. Do the same for Gender, The Survey, and Favorite Subject. Winner Amounts is already provided for you.
4. Creating a COLUMN chart:
 - a. Highlight A4-B11—So all the information except the title.
 - b. Click on the Insert Ribbon. Choose Column from the list. You now have several options. Make sure you pick a chart that makes sense—some of them will not make sense with the type of information you are graphing. Picking the first one is a good bet.
 - c. You now have a chart appearing on your screen. You need to move it out of the way, so that it is in the bottom section of the assignment. Click on the white area of the chart and drag it over so that it is within the black lines.
 - d. Now choose a layout from the ribbon. The middle one, as shown, is a good one to choose.
 - i. This will provide you with a chart title. Click on the chart title so that it is highlighted, and change the name to “Favorite Color”
 - ii. Select “Switch Row/Column” from the Data section and see if you prefer this particular layout. If you don’t, switch it back.
 - iii. Feel free to check out the “Chart Styles” section on the Ribbon as well—you can easily change the design of the graph.
 1. If you want to change the COLOR of the Column, highlight the column, then right click. Choose Format Data Point. You can then change the Fill, border color, style, etc, to the way you prefer. This is not required.
 - e. Last, grab the corner of the graph and make it smaller, so that there is room for the other four graphs you will be making.
5. Creating a LINE chart:
 - a. Now you will create a line chart. It’s pretty much the same as the column, with a few alterations.
 - b. Highlight D4-E14—all the information except the title.
 - c. From the Insert menu choose Line, and pick the line chart you would like to use.
 - d. Change the title from “Amount” to “Winner Amounts for Soap Fair”. Then highlight it and click on the Home ribbon. Change the font to 12.
 - i. Use some of the options described above to change the look of the chart. Move it into place and make it smaller.
6. Creating a BAR chart:

